

**SHARON SELECTBOARD
SPECIAL MEETING
Minutes (DRAFT 2)
Tuesday, April 30, 2020**

The meeting was held via teleconference and pursuant to the most recent revisions to the Vermont Open Meeting Law enabling all participants to dial-in remotely.

Roll call attendance via teleconference:

Selectboard Members: Joe Ronan, Kevin Gish, Mary Gavin
Staff: Deb Jones, Finance Manager, Margy Becker, Selectboard Assistant
Frank Rogers, Road Foreman;
Elected Officials: Debra St. Peter, Town Clerk; Ken Wright, Delinquent Tax
Collector
Public: None

The Chair convened the meeting at 7:30AM as warned.

Review and Approve Agenda:

Kevin Gish made the motion, which was seconded by Mary Gavin, to approve the agenda without changes. The motion carried unanimously.

Public Comments:

There were none.

Board Member Reports:

Joe Ronan reports Pike has confirmed they are able to begin work with a Vermont-based work crew. The asphalt index pricing does not yet reflect falling prices. But it is expected to do so. The cost of paving town highways this summer is tied to the asphalt index.

Kevin Gish indicated he will provide a report on Royalton Selectboard meeting discussions concerning the Harlow Road property at the May 4th regular meeting.

Covid 19 – Continued Planning:

Addendum 11 to the Governor’s Executive Order, accompanying VTRANS updates, and VOSHA/VT Department of Health directives for employee training were the focus of discussions.

It was agreed the Town’s responsibility is to implement the policies stated in these documents. There is no ‘end date’ for when these work place health and safety requirements may expire. It was agreed the Town does not have the authority to adopt the policies as “interim policies”.

The Selectboard will further consider amending personnel policies consistent with Addendum 11, VTRANS and VOSHA/VT Dept. of Health supplemental guidance documents.

It was agreed a 'deputy' health and safety officer will be appointed for the road crew.

The requirements for use of masks, gloves, continued social distancing, disinfection practices, and provision of daily temperature readings were discussed. Temperature readings will be feasible only when the Town is able to obtain thermometers, which are on back-order. The public will be asked to submit to a questionnaire prior to entering the building for scheduled visits. They will be asked to confirm they do not have a fever. Deb Jones agreed to provide materials for tracking this information.

The Board's continued preference for occupancy of the town offices is to limit personnel to the maximum extent possible. Services will continue to be provided to the public by appointment only.

A schedule of routine access to the town offices by staff and elected officials will be agreed on and published. Sharing of office equipment, such as copiers, will be kept to a minimum.

Plans for how town services will be provided going forward will be a constant topic of discussion, as this is a very dynamic situation.

Discussions among staff and elected officials about whether or not further improvements to the Town Offices will be required to implement safe workplace conditions will continue to be a topic of discussion over the course of the spring and summer.

All employees will be required to complete the VOSHA health and safety training for return-to-work by Monday, May 4. Deb Jones will transmit the training materials and maintain the record of employee certifications of completion.

The Librarian is planning for provision of some curbside service.

A Selectboard member will make arrangements with the Listers for an upcoming teleconference meeting. The Selectboard will also continue to use telephonic communications and not video conferencing.

Margy Becker reports the Planning Commission convened its April meeting via video conference in order to continue town plan revision discussions, and that it was warned as a public meeting. She will contact other boards and commissions to assess their need to meet electronically. At the moment most boards and commissions have suspended their meetings, per the Selectboard's original motion in March to do so.

Selectmen agreed to proceed to prepare a "Plan" for safe return to work based on VOSHA guidelines. Margy Becker will prepare an outline of a proposed plan for review and discussion at the upcoming May 4 regular meeting.

Margy will also share materials as discussed today with all board and commission members. “Volunteers” are not employees, but it is important that town volunteers also be aware of the workplace requirements for phased ‘restart’ and return-to-work.

The Selectboard next meets Monday night May 4th at 6:30PM.

Adjournment:

Mary Gavin made the motion to adjourn at 8:40AM. Kevin Gish seconded. The motion carried unanimously.

Submitted by, Margy Becker